
OSD Update

The Operational Services Division
One Ashburton Place, Room 1017
Boston, MA 02108

00-18

To: All Department Heads, Chief Financial Officers, MMARS Liaisons, and Procurement Officers

From: Philmore Anderson III, State Purchasing Agent

Date: October 29, 1999

RE: OSD PROCUREMENT PROCEDURES FOR YEAR 2000 TRANSITION

Every department has been working on their Y2K readiness plans for some time now. To assist departments in planning their purchases of goods and services during this transition period, OSD has developed the following guidance and procedures. Departments should distribute this document to any person responsible for procurement within their organizations, so that all parties are aware of the procedures well before the end of November, 1999.

Preparation for all purchases:

Departments are advised to prepare early and make calculated plans to purchase any needed goods and services in November or at the latest, early December, 1999. Although we do not advocate the unnecessary hoarding of commodities, it is prudent to assess your supply needs and have adequate amounts of critical and routine items in-house and available should the usual MMARS ordering mechanisms be unavailable after January 1, 2000.

To ensure that encumbrances are completed in a timely fashion, all PD documents requiring PEND 3 approval must be received by OSD by December 23, 1999 to guarantee an override to DONE status in MMARS prior to December 31, 1999. Contact the appropriate Procurement Team Leader at OSD with questions regarding Pend 3 issues.

PG's and EDI transactions should be entered into MMARS by December 28, 1999.

Should MMARS be unavailable after December 31, 1999, all MMARS transactions that are in Pend status will remain in that status until the system is available. Departments are reminded that no order may be placed without an encumbrance, unless it is an emergency or ongoing purchase, as identified below.

OSD will notify all statewide goods and services contractors about this guidance, so they may anticipate larger than usual orders, and perhaps delayed payments, depending on the status of MMARS after January 1, 2000. However, please keep in mind that most other businesses will likely be implementing similar early-ordering procedures, so do not wait until the last minute. Many suppliers may be overburdened with orders at this time of year and may not be able to satisfy late requests. Departments are advised to similarly notify their own (non-statewide) contractors, if applicable, and are still bound by the MMARS transaction deadlines for all orders, as noted above.

OSD Procurement Team Leaders will ensure that any statewide contracts scheduled to end or be renewed in December or January will be addressed so that there will be no lapse in service during that period. Departments should be sure to post and check any solicitations or other necessary contract information to Comm-PASS by December 29, 1999, and to plan procurement postings so that it is unnecessary to post a solicitation during the first few weeks in January. This is a precaution in case Comm-PASS is unavailable.

Emergency/Ongoing Purchases:

Because we recognize the fact that for certain commodities and services, there may be the need for some emergency and/or ongoing purchases if MMARS is unavailable, we have identified the following statewide contracts as exceptions to the purchasing deadlines:

HSP02	Medical & Surgical Supplies
HSP04	Medical Equipment, Beds & Furnishings
HSP05	Clinical/Diagnostic, Forensic & Environmental Lab Products
HSP07	Gases (Medical and Industrial)
HSP08	Dental Supplies and Equipment
HSP09	Incontinent Care Products
HSP10	Lab Products/Organic
HSPA5	Lab Products/Clinic
ST8L491	Maintenance and Repair of Medical and Lab Equipment
ST8J251	Reference Lab Services
D7700	Pharmaceutical Prime Vending Contract
EN008	#2 Distillate Oil
EN009	#4 and #6 Residual Fuel Oil
ENE09	Diesel fuel
EN005	Unleaded Gasoline

Departments placing emergency orders in the event of MMARS unavailability should contact the contractors prior to placing their orders and must use the attached *Emergency Price Agreement Input Form* to verify their commitment to encumber funds for orders placed during this period, once the system is back on-line. These forms should be faxed to contractors so confirmation of receipt is available for your procurement files. Once MMARS goes back on-line, Departments must enter these "emergency" encumbrances as "confirming orders", so contractors may be paid.

For statewide contracts where alternative ordering mechanisms have been established, such as automatic delivery for bottled water, heating fuels, food and groceries, baked goods and dairy products, Departments may continue to make purchases during system unavailability. However, if you wish to use one of these contracts during system unavailability, regardless of the ordering mechanism, encumbrances must be set up prior to the deadlines established. OSD recommends contacting these statewide contractors directly and early (November) if you plan to increase the quantities of your regularly established deliveries, as contractors likely will not be able to fulfill last minute requests. For the Prime Grocer, Dairy, Baked Goods and Bottled Water contracts, please refer to OSD UPDATE 00-11 for specific Y2K guidance.

Should the MMARS system be unavailable for an extended length of time, further guidance will be issued. The Office of the State Comptroller plans to release detailed information regarding all aspects of MMARS and other financial transaction issues and its Y2K contingency procedures for departments.

Contract users are encouraged to call the appropriate Procurement Team Leader at OSD if they have any questions regarding this guidance, or for a specific statewide contract issue. OSD's telephone directory can be found at <http://www.magnet.state.ma.us/osd/>.

**EMERGENCY
PRICE AGREEMENT INPUT FORM**

**THE COMMONWEALTH OF MASSACHUSETTS
COMPTROLLER'S DIVISION**

DEPARTMENT ORGANIZATION NAME



DOCUMENT ID

TRANS PG	DEPT	A/ORG	NUMBER G	PG DATE	ACCTG PRD	BUD FY	ACTION	ENTRY (E) MODIFY (M) CANCEL (X)		PA#
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